

OFFICE OF THE GENERAL COUNSEL  
Division of Operations-Management

MEMORANDUM OM 96-1

January 17, 1996

TO: All Regional Directors, Officers-in-Charge,  
and Resident Officers

FROM: B. Allan Benson, Acting Associate General Counsel

SUBJECT: 1995 FOIA Annual Report

As you know the Freedom of Information Act requires that each agency subject to its provisions submit to the Congress by March 1 of each year a report on certain specified aspects of its activities under that statute during the preceding calendar year. For purposes of compiling this report, each Regional Office is requested to complete the attached report form and return it to the undersigned by February 9, 1996. If you have any questions concerning the information sought, please contact your Assistant General Counsel.

B. A. B.

Attachment

MEMORANDUM OM 96-1

TO: B. Allan Benson, Acting Associate General Counsel

FROM:

SUBJECT: 1995 FOIA Annual Report for Region \_\_\_\_

The following information detailing FOIA activity in our Regional Office is supplied to you to assist in preparation of the Agency's 1995 FOIA Annual Report.

1. The number of requests for records or information responded to by the Regional Office under the FOIA provisions of Rule 102.117 during calendar year 1995.

\_\_\_\_\_

2. The number of such requests from parties to proceedings before the Agency requesting documentation or records concerning the proceeding to which they were a party.

\_\_\_\_\_

3. The number of requests denied in whole or in part.

\_\_\_\_\_

(A denial in whole or part, would include any case where the Agency has afforded the requester appeal rights.)

4. The number of instances in which FOIA exemptions have been relied upon, or other reasons given for denying a request. (Where a denial is based upon more than one exemption or reason it should be counted under each.)

Exemption 1 \_\_\_\_\_

Exemption 2 \_\_\_\_\_

Exemption 3 \_\_\_\_\_

Exemption 4 \_\_\_\_\_

Exemption 5 \_\_\_\_\_

Exemption 6 \_\_\_\_\_

Exemption 7(A) \_\_\_\_\_

Exemption 7(B) \_\_\_\_\_

Exemption 7(C) \_\_\_\_\_

Exemption 7(D) \_\_\_\_\_

Exemption 7(E) \_\_\_\_\_

Exemption 7(F) \_\_\_\_\_

Exemption 8 \_\_\_\_\_

Exemption 9 \_\_\_\_\_

No record exists \_\_\_\_\_

Failure to describe record  
adequately \_\_\_\_\_

Failure to assume financial  
liability \_\_\_\_\_

Records destroyed \_\_\_\_\_

Referred to another office  
within the Agency \_\_\_\_\_

Records not in possession  
of the Agency \_\_\_\_\_

Other (please give full explanation  
in each case, use additional  
sheets if necessary)\_\_\_\_\_

(a) \_\_\_\_\_  
\_\_\_\_\_

(b) \_\_\_\_\_  
\_\_\_\_\_

5. Total staff hours required to respond to requests:

(a) clerical staff hours \_\_\_\_\_

(b) staff hours of professionals through  
grade GS-13 \_\_\_\_\_

(c) staff hours of professionals grade GS-14  
and above \_\_\_\_\_

6. Total staff hours required to handle litigation in FOIA cases, if any:

(a) clerical staff hours\_\_\_\_\_

(b) staff hours of professionals through  
grade GS-13 \_\_\_\_\_

(c) staff hours of professionals grade GS-14 and  
above \_\_\_\_\_

7. Amounts collected for duplication or other chargeable services under the published fee schedule.

(a) duplication \_\_\_\_\_

(b) staff \_\_\_\_\_

(c) total \_\_\_\_\_